

Addition
Title of File

Explanations and Special Instructions

Hold not in excess of
time shown, then destroy

Bank Account Files

- a. Bank statements and cancelled checks (Field) Forward to Hdqs Finance Div.,
representing receipts for payments. Monetary Branch 2 years after
Filed by name of bank, name of account field audit.
and numerically by check number there-
under.
- b. Check book stubs and reconciliation (Field) Destroy after field audit is
statements. completed and resolved.

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